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PR-2022-0906-60821



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **OCL**PR No.: **GF-2022-09-01435**Date: **09-06-2022**Section/End-User: **Sheira May T. Camacho**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OCL-GF-MOOE 2023 Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	1,400.00	SHEIRA MAY T. CAMACHO	2,800.00
2	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00	JOSE F. SAULAN	1,200.00
3	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	4	30.00	SHEIRA MAY T. CAMACHO	120.00
4	Laminating Film, 9 inch x 50 m, 250 microns	rolls	2	1,050.00	SHEIRA MAY T. CAMACHO	2,100.00

Specification:

?Thickness: 250 microns

?Width: 9 inches (23cm approx.)

?Length: 5,000cm (50 meters)

?Strong, versatile and lightweight and ideal for use with all types of print

?Low melt adhesive coating inside.

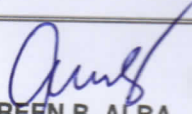
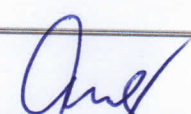
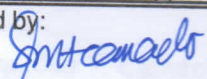
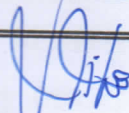
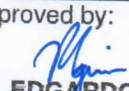
?Good resistance to scuff, scratch and tear

?Gloss finish

5	Mop Rug, Heavy Duty, 100% cotton	pieces	10	90.00	JOSE F. SAULAN	900.00
6	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	10	38.00	SHEIRA MAY T. CAMACHO	380.00
7	Pen Sign 0.7mm Gel type, blue	pc	20	49.00	SHEIRA MAY T. CAMACHO	980.00
8	Pen, Ball, blue	pieces	20	10.00	SHEIRA MAY T. CAMACHO	200.00
9	Pencil, Lead, #2, w/ eraser	pieces	20	10.00	SHEIRA MAY T. CAMACHO	200.00
10	Scissors, 8" heavy duty, good quality	pieces	6	75.00	SHEIRA MAY T. CAMACHO	450.00
11	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	5	65.00	SHEIRA MAY T. CAMACHO	325.00
12	Stapler, HD-# 10	pieces	4	120.00	SHEIRA MAY T. CAMACHO	480.00
13	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00	SHEIRA MAY T. CAMACHO	310.00
14	Tape, Transparent, 24mm x 50m	rolls	6	120.00	SHEIRA MAY T. CAMACHO	720.00
15	Universal Ink - CYAN (1 liter)	btl	1	450.00	SHEIRA MAY T. CAMACHO	450.00
16	Universal Ink - MAGENTA (1 liter)	btl	1	450.00	SHEIRA MAY T. CAMACHO	450.00

17	Universal Ink - YELLOW (1 liter)	btl	1	450.00	SHEIRA MAY T. CAMACHO	450.00
TOTAL						12,515.00

Purpose: For office supplies

Checked by:  DOREEN B. ALBA		Funds Available:  ALICIA M. FLORES ^{mr} ^{ULB} ^{STO}	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	SHEIRA MAY T. CAMACHO	VICENTE A. GILOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU ^{09/1/14}